

# Finance Committee Minutes

## January 19<sup>th</sup> 2017

*Rough Draft*

The minutes for November 28<sup>th</sup> 2016 were distributed at 6:25PM. In attendance were Mr. Mark Carson, Mrs. Marilyn Fracasso, Mr. Robert Miller, Mr. Thomas Stalker, Mrs. Prudence Spaulding, guests were Ms. Mari Enoch, Ms. Michele Shalaby, Mrs. Sandra Walker and Mr. Peter Schuyten from the Five Village News.

The minutes were accepted as amended Mr. Carson 1<sup>st</sup>, Mrs. Fracasso 2<sup>nd</sup> passed with Mr. Stalker recusing since he was not in attendance at that meeting.

Mr. Carson reported that Mr. Ira Yohalem had submitted his resignation from the Committee due to other demanding engagements. His resignation was accepted with great regret since he brought a wealth of knowledge to the Committee.

Mr. Edgar Zukauskas as agreed to serve on the board until the May elections. This is particularly helpful since he has worked on the Finance Committee for many years in the past and will be able to "fit right in". Mrs. Spaulding made a motion to accept Mr. Zukauskas as a member with Mrs. Fracasso seconding and this motion was passed unanimously. This information will be conveyed to the selectmen and they then can make the appointment!

Mr. Carson shared some mail with the Committee; there is a meeting of the Massachusetts Municipal Tax Lien Investment Corporation to be held in Boston, and none of the Committee felt that they could attend. Some very important meetings are held in Boston, but the time and distance often prevents the members from attending.

The committee received a letter requesting for a donation from CHP, but decided to put it aside until the budgetary process is complete.

Work then began with the scrutinizing the accounts' budgets. Some of the budgets were returned because they were not itemized and some had no signature. Also since the selectmen have not decided if there will be a raise and if so how much it will be, the salary items were laid aside. A general discussion took place about those people who received stipends, if one person or persons received an increase in their stipends, and then all stipends must include a similar raise. General budgets that include those receiving stipends along with other expenses should be divided with the stipends listed in a different account.

The remaining budget requests were evaluated. The members used the information about how much was spent during the last fiscal year and how much has now been spent this year out of Prudence Spaulding  
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the accounts being evaluated. Because of the joint meeting that was held on November 28<sup>th</sup> 2016 the members are aware of the need to remove the excess funds from some budgets so that there will be enough funds to cover this year's needed requests from other departments.

**Finance Committee Expenses** [10133.00] (\$500) level funded {\$500} Mr. Miller 1<sup>st</sup>, Mr. Carson 2<sup>nd</sup> passed unanimously.

**Treasurers Expenses** [10147.44] (\$3,300) now requesting {\$3700} Mrs. Spaulding 1<sup>st</sup>, Mr. Miller 2<sup>nd</sup> passed unanimously.

**Town Clerk's Expenses** [10161.01] (\$2,200) level funded {\$2,200} Mr. Carson 1<sup>st</sup>, Mr. Miller 2<sup>nd</sup> passed with Mr. Stalker opposing.

**Town Records Preservation** [10161.02] (\$4,000) now requesting {\$5,000} this budget had been lowered last spring from \$5,000 because of the general shortfall of finances. Mr. Stalker made a motion that it remain at \$4,000 with Mrs. Fracasso 2<sup>nd</sup> passed unanimously.

**Election Expenses** [10162.00](\$2,225) level funded {\$2,225} there was some discussion about perhaps cutting this budget, however, should there have to be workers that are paid by salary the total of \$1040 might be needed. Mrs. Spaulding 1<sup>st</sup>, Mr. Miller 2<sup>nd</sup> passed unanimously.

**Street Listings** [10163.00] (\$1,000)) because this account is rarely used up to 100% the Committee decided to reduce the amount to {\$800}. Mr. Carson 1<sup>st</sup>, Mr. Miller 2<sup>nd</sup> passed unanimously.

**Planning Board Clerical** [10175.00] (\$1,300) level funded {\$1,300} with the increase activity this year by the Planning Board it was decided to approve this request. Mrs. Spaulding 1<sup>st</sup>, Mr. Miller 2<sup>nd</sup> passed with Mr. Carson recusing.

**Planning Board Grants** [101075.02], no request for funds, approved by Mrs. Spaulding 1<sup>st</sup>, Mr. Miller 2<sup>nd</sup> passed unanimously.

**Planning Board Expenses** [10175.01] (\$873) level funded {\$873}, again with the proposed increase of activity this year and perhaps next year this budget was approved. Mrs. Spaulding 1<sup>st</sup>, Mr. Miller 2<sup>nd</sup> passed with Mr. Carson recusing.

**Cemetery Officer's Salaries** {this should read ***Cemetery Officers' Stipends***} [20491.00] (\$400) now requesting {\$475}. This request began the discussion about stipends and should they receive an increase, Mr. Stalker made a motion to level fund this account with Mrs. Spaulding 2<sup>nd</sup>, passed unanimously.

**Building Inspector Expenses** [60241.01] (\$2,117) now requesting {\$2,616} with no explanation as to why this account was raised Mr. Stalker made a motion to level fund it with Mrs. Fracasso 2<sup>nd</sup> passed unanimously.

**Building Inspector's Software** [60251.15] (\$2,700) level funded {\$2,700} this software is contractual and thus the amount must be accepted. Mr. Miller 1<sup>st</sup>, Mrs. Fracasso 2<sup>nd</sup> passed unanimously.

**Emergency Management Expenses** [60291.00] (\$2,150) level funded, it was decided to cut this budget to {\$2,000} because it has not been fully used during the past fiscal year. Mr. Carson 1<sup>st</sup>, Mr. Stalker 2<sup>nd</sup> passed unanimously.

**Emergency Management Salaries** (should read *Emergency Management Stipends*) [60291.01] (\$4,330) level funded. The Deputy Director is paid per Diem if the Director is not available. Mr. Stalker 1<sup>st</sup>, Mr. Carson 2<sup>nd</sup> passed unanimously.

**Emergency Management Notification System** [60291.05] (\$2,500) level funded, this is a contractual item Mrs. Spaulding 1<sup>st</sup>, Mr. Carson 2<sup>nd</sup> passed unanimously.

**Animal Expense** [60293.77] (\$1660) level funded, it does include a stipend and thus should be divided into two accounts. Mr. Stalker 1<sup>st</sup>, Mr. Miller 2<sup>nd</sup> passed with Mrs. Spaulding recusing.

**911 Coordinator Expenses** [60295.00] (\$500) now requesting {\$400}, this account has remained untouched for the past two years; it was decided to reduce the approved amount to {\$100}. Mrs. Spaulding 1<sup>st</sup>, Mr. Stalker 2<sup>nd</sup> passed unanimously.

The committee then reviewed the important upcoming meetings, there is a joint Selectmen's meeting with Select Boards and Finance Committee members from other towns to be held in Sheffield on Monday January 23<sup>rd</sup> at 6:30PM; there are SBRSD Finance Committee Meeting at 5:00PM on Thursday February 2<sup>nd</sup> at 5:00PM followed by a regular School Committee Meeting at 6:00PM. There is a SBRSD Finance Committee meeting on Thursday February 16<sup>th</sup> at 5:00, followed by and open meeting at 6:00PM.

Our next meeting will be held on Thursday January 26<sup>th</sup> at 6:30PM. A motion to adjourn at 8:33PM was made by Mrs. Spaulding 1<sup>st</sup>, Mr. Miller 2<sup>nd</sup> passed unanimously.

Respectfully submitted,

Prudence Spaulding Secretary